ILLINOIS COLLEGE OF EMERGENCY PHYSICIANS
The Ginny Kennedy Palys Annual Symposium – Thursday, May 29, 2025

ABSTRACT/CASE REPORT RULES AND SUBMISSION FORM
Deadline: Friday, March 21, 2025

- *Only electronic submissions will be accepted. This form is available for download on the ICEP website at www.icep.org. All abstractscase reports should be sent to Mary Taylor at maryt@icep.org. This form may be duplicated for additional submissions. All submissions must be typed.*

- *The deadline for submissions is Friday, March 21, 2025 at 4:30 pm Central Time. This deadline will be strictly enforced.*

- *Please attach a blinded copy of the research abstract or case report for judging purposes.*

- *This year ICEP welcomes case reports. Case reports are brief descriptions of a previously undocumented disease process, a unique unreported manifestation or treatment of a known disease process, or unique unreported complications of treatment regimens. The abstract should include an introduction, a case narrative, and a discussion focusing on the implications of the case to emergency medicine. If a photo is included in the case presentation, patient consent is required.*

- *Research Abstract/Case Report guidelines are:*
  - 400-word count limit
  - Maximum of 1 table <u>or</u> figure
  - Structure headings include Background, Objective, Design/Methods, Results, Conclusion and Impact. See Attached Sample Layout.

- *Helpful Writing Tips:*
  - Your Objective statement should naturally lead to your Conclusion
  - Your Methods should explicitly define the type of study (e.g., retrospective vs prospective; chart review; randomized control; survey), enrollment period (e.g., 1/1/16 – 12/31/16), and inclusion/exclusion criteria
  - Your Methods should explicitly define your analytic strategies (e.g., descriptive, Fisher exact, multiple linear regression)
  - There is no need to mention IRB oversight (this is understood)
  - Your Results should explicitly disclose your N (# of subjects)
  - There is no need to mention limitations
  - Use a leading zero for all decimal figures (e.g., 0.3)
  - Include a space between a value and its units (e.g., 120 mmHg rather than 120mmHg)
  - Do not mention your institution or hospital anywhere in the abstract

- **_Research Abstract/Case Report Scoring guidelines are:_**

  - **An 18-point scoring system has been developed by the Research Committee. Understanding the criteria below will help optimize your Abstract submission.**

    Objective total = 2 points

    0=No stated hypothesis or objective

    1=Stated hypothesis or objective difficult to test

    2=Clearly stated and testable hypothesis or objective

    Design/Methods total = 2 points

    0=Chosen design not stated or chosen design did not test the stated hypothesis

    1=Chosen design is reasonable for study objective but not the best

    2=Chosen design is ideal for study question

    Outcomes total = 2 points

    0=Chosen outcomes are not stated or inappropriate for study objective

    1=Chosen outcomes are reasonable for study objective, but not the best

    2=Chosen outcomes are ideal for study objective

    Bias total = 2 points

    0=Multiple bias, such as wrong or inadequate population studied

    1=Adequate population sampling but bias in assessment, measurements, and/or comparison

    2=Adequate sampling and no obvious bias

    Results total = 3 points

    0=Critical data to interpretation of study absent

    1=Study size stated

    2=Study size acceptable but statistics, if applicable, not adequate

    3=Both study size and statistics adequate

    Conclusion total = 3 points

    0=Conclusion not supported at all by data

    1=Conclusion minimally supported by data

    2=Conclusion somewhat supported by data

    3=Conclusion fully supported by data

    Impact total = 2 points

    0=Study will not change EM practice or make no meaningful contribution to current fund of knowledge

    1=Study will possibly change EM practice or modestly contribute to current fund of knowledge

    2=Study will definitely change EM practice or significantly change current fund of knowledge **Quality of Writing and tables/figures total = 2 points**

    0=Poor

    1=Generally good

    2=Exceptional

Maximum total score = 18